Bulletin Boards

The bulletin board facility can be visualized as a public announcement board. On this board the Con-nect administrator adds individual bulletin boards. For example, there might be a bulletin board labeled "Leisure" that advertises free time events, or another board named "Accommodation" that notifies all users of rooms or apartments to rent.

Every Con-nect user can SEND memos or documents to a bulletin board as well as DISPLAY any item on a bulletin board.

Since a bulletin board has the main objective of having its contents available for all users, only the Con-nect system administrator can modify or erase a bulletin board.

This chapter covers the following topics:

- Reading a Message on a Bulletin Board

- Commands for Items on a Bulletin Board

- Sending Mail to a Bulletin Board

Reading a Message on a Bulletin Board

Usually, there will be more than one bulletin board in your Con-nect environment.

Issue the following command sequence from any point in Con-nect to display a list of all bulletin boards:

```
DISPLAY Bulletin
```

As a result, the "Display Bulletin Boards" screen appears.

```
 10:59 AM              * * *  C O N - N E C T  3  * * *              3.Feb.94
 Cabinet LS                 Display Bulletin Boards                  Thursday

 Cmd Bulletin        Description                            Newest Item
 --- --------------- -------------------------------------- -----------
 __  Company Sports  Latest sports news                       3.Feb.94
 __  Education       Internal Training                        7.Jan.94
 __  Events          Meetings and Social Events               6.Feb.94
 __  Hints                                                    4.Feb.94

 __  Marketing       New Ideas                                5.Feb.94
 __  Research        Latest Info from Research Department     16.Jan.94
 __  Search-Offer                                             28.Jan.94




 Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
    Command /                                                          /
  Display  Top
```

Note:
If you are the system administrator, the commands ERASE and MODIFY also appear in the "Display Bulletin Boards" screen.

The "Display Bulletin Boards" screen lists all bulletin boards alphabetically. Besides the beginning of the description, the date when the newest item was added to a board is also shown.

Mark a particular bulletin board with DI and press ENTER.

If you know the name of the bulletin board you want to display, you can issue the following command sequence from any point in Con-nect:

```
 DISPLAY Bulletin name
```

As a result, the "Contents of Bulletin Board *Name*" screen appears.

```
 10:59 AM                 * * *  C O N - N E C T  3  * * *           24.Apr.1998
 Cabinet LS              Contents of Bulletin Board Education                Friday

 Cmd Subject                                      Sent By          Date Mailed
 --- -------------------------------------------- ---------------- -----------
 __   Diving Lesson                               Angle,Neil       23.Apr.1998
 __   Spanish II                                  Perez,Ramon       9.Apr.1998









 Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
    Command /                                                              /
  Address  Copy     Display  Export   Format   Info     Print   Top
```

Mark the item you want to read with DI and press ENTER.

You can reply to an item while it is displayed by issuing the REPLY command in the command line. The reply is sent to the person who put the item on the bulletin board (it is not sent to the board).

Note:
You are not allowed to MODIFY an item stored on a bulletin board, even if you are the author.

Commands for Items on a Bulletin Board

The command prompting line of the "Contents of Bulletin Board *Name*" screen shows all the commands which apply to the items on the bulletin board. The commands are described in section *Commands*. The following exceptions apply when working with items on a bulletin board:

ADDRESS

If you want to display the address of the sender, mark the item with AD and press ENTER. When the address is displayed, you can issue the COPY command to copy this address to your address book.

ERASE

To avoid accidental deletion of an item, only the Con-nect system administrator or the author of an item (i.e. the person who sent the item to the bulletin board) can erase it from the bulletin board.

When you ERASE an item from a bulletin board, it is placed in your Wastebasket. When you are a system administrator, the item is placed in the Wastebasket of the person who has sent the item to the bulletin board (not in the administrator's Wastebasket).

In the Wastebasket, you can use the INFO command to check who has erased your item from the bulletin board. This user's name is then shown in the "Modified" line of the "Info" screen.

Additionally, the system administrator can run a utility to delete the oldest items from one or a range of bulletin boards. Each deleted item is then placed in the Wastebasket of the person who has sent it to the bulletin board.

Sending Mail to a Bulletin Board

Anything that can be sent in Con-nect can be sent to a bulletin board: for example, a memo, a document or a snapshot.

To send an item to a bulletin board you must first access the "Send" screen (see *Sending A Memo*).

You must enter the name of the bulletin board as the addressee. If you are not sure about the name of a bulletin board, you can access the "Address" screen (see *Address Management System*). All bulletin boards belong to addressee type B (Bulletin).

You can also FORWARD a mail item to the bulletin board by entering the name of the bulletin board as addressee.